



**Solicitation for Offers (SFO)
for the Acquisition of Housing Properties for the
District of Columbia Department of Human Services (DHS)**

Issued: December 7, 2010

Issued by:
The Government of the District of Columbia
Department of Real Estate Services (DRES)
ATTN: Regina Payton
2000 14th Street NW, Suite 800
Washington, DC 20009
www.dres.dc.gov

The mission of the Department of Real Estate Services (DRES) is to support the District Government and residents through strategic real estate management, construction and facilities management. Pursuant to this mission, DRES performs acquisition, construction, lease, facility management, repair and alteration, facility modernization, and security services for tenant agencies and occupants of its facilities.

Solicitation for Offers (SFO)

Acquisition of Housing Properties for The District of Columbia Department of Human Services (DHS)

I. Introduction & Purpose

On behalf of the District of Columbia's Department of Human Services (DHS), the Department of Real Estate Services (DRES) is seeking properties to use as housing units for District residents served by DHS. DHS will consider properties which contain multi-family units, single room occupancies and efficiencies.

Currently, DHS is looking to purchase or lease properties in Washington, DC to meet an increasing demand for services. These properties should consist of fifteen (15) or more units per building. Properties that are currently occupied will not be accepted.

II. Explanation of Use

DHS will use the offered properties as housing units for its clients. The properties offered should contain multi-family units, single room occupancies, and efficiencies. Clients of DHS are District residents in need of long term financial and service support in order to maintain housing stability. Supportive services will be provided on site and will be geared toward supporting families to achieve housing stability, improving quality of life and working to sustain self-sufficiency. DHS or one of its providers will maintain on-site control over the units.

III. Submission

A. Submission Content

All offerors should provide a written narrative (not to exceed three pages) providing the following:

- 1) Address and name, if applicable, of all offered properties, including ward #.
- 2) Name and contact information for the properties' current owners.
- 3) Total number of units.
- 4) Number of unit types (ie. 1 bedroom, 2 bedroom, 1 bath, 2 bath etc.)
- 5) A copy of an official document showing ownership of all offered properties.
- 6) Photos (interior/exterior) and floor plan of all offered properties.
- 7) A description of parking available at the offered properties.
- 8) A description of any property amenities
- 9) If building/units need rehabilitation or construction, please describe scope of work to be completed.
- 10) When units are available for occupancy.

B. Submission Requirements

Offerors must supply their written narrative with all supporting documents by hard copy. Offers must be 12-point Ariel font size on 8.5"x 11" paper. All offers will be considered on an on going basis. DRES will respond to all offers within thirty days of receipt. This solicitation will remain open until DHS has satisfied their request for properties. Offers must also include signed DC DRES FORM S-103 attached to this SFO.

Offers should be mailed or hand delivered to:

Department of Real Estate Services

ATTENTION: Regina Payton

REFERENCE: DRES-SFO-2011 – 2

2000 14th Street, NW - 8th Floor

Washington, DC 20009

No phone calls please. All questions should be sent via email to regina.payton@dc.gov. Responses will be provided on the DRES website located @ <http://dres.dc.gov>

Electronic and facsimile offers will not be accepted. Each offer shall be submitted in a sealed envelope conspicuously marked: "Offer in Response to DRES-SFO-2011 -2."

Offers, with all required supplemental information and documentation, must be submitted to DRES to be considered.

IV. Evaluation Criteria

A. Location

- 1) The property location should meet the needs of DHS, which includes proximity to public transportation and other social service resources.

B. Purchase Price or Rental Rate

- 1) The purchase price or rental rate for the property should be reflective of the competitive market value.
- 2) Although offeror pricing should be based on market competitiveness, all final terms will be based on the appraisal.

C. Condition of the Property

- 1) The condition of the property and whether it needs to be redeveloped by the District; if the property is currently being redeveloped, DRES will consider the redevelopment timeline in its selection determination.
- 2) ADA compliance.

This Solicitation for Offers shall not be considered an offer to purchase or lease and DRES reserves the right to withdraw its solicitation at any time. DRES may exercise one or more of these rights, in its sole discretion, as it may deem necessary, appropriate, or beneficial to the District.

DC DEPARTMENT OF REAL ESTATE SERVICES

CONDITIONS APPLYING TO SOLICITATION AND OFFEROR'S ACKNOWLEDGEMENT

THE UNDERSIGNED hereby certifies that it has read and affirms that its offer in response to **Solicitation No.** _____ is submitted subject to the following conditions of solicitation:

100 Limitation on DRES's Authority to Contract

Offerors should be aware that execution by DRES of a contract for an expenditure in excess of \$1,000,000 in any 12-month period is subject to authorization by the Council of the District of Columbia pursuant to D.C. Official Code § 10-1008 (2007 Supp.). All financial obligations of the District under a contract or any other agreement are subject to the provisions of (i) the federal Anti-Deficiency Act (31 U.S.C. §§ 1341, 1342, 1349-1351, 1511-1519 and D.C. Official Code §§ 1-206.02(e) and § 47-105 (2001)), (ii) the District of Columbia Anti-Deficiency Act (D.C. Official Code §§ 47-355.01 et seq. (2006 Supp.); and (iii) § 446 of the District of Columbia Home Rule Act (D.C. Official Code § 1-204.46 (2006 Supp.)), each as may be amended from time to time. The District cannot obligate itself to expend any funds without first obtaining a congressional appropriation of funds for such purpose. DRES makes no commitment (nor is authorized to make any commitment) to enter into any contract and does not intend to proceed with any proposed contract until all applicable laws have been satisfied.

101 DRES reserves the right with respect to the Solicitation to:

- a. Cancel, withdraw or modify the Solicitation prior to or after the submission deadline;
- b. Modify or issue clarifications to the Solicitation prior to the submission deadline;
- c. Reject any submission it deems incomplete or unresponsive to the submission requirements;
- d. Consider a submission that is in noncompliance with the submission requirements;
- e. Reject all submissions that are submitted under the Solicitation;
- f. Modify the deadline for submissions or other actions; and
- g. Reissue the Solicitation, a modified Solicitation, or a new Solicitation whether or not any submissions have been received in response to the initial Solicitation issuance.

DRES may exercise one or more of these rights, in its sole discretion, as it may deem necessary, appropriate, or beneficial to the District.

102 Notice of Modifications

DRES will post on its website (<http://dres.dc.gov>) any notices or information regarding cancellations, withdrawals, modifications to deadlines, and other modifications to this Solicitation. Offerors shall have an obligation to check the website for any such notices and information, and DRES shall have no duty to provide direct notice to Offerors.

103 Further Efforts

DRES may request that Offerors clarify their submissions and/or submit additional information pertaining to their submissions. DRES may request best and final submissions from any Offeror and/or request an oral presentation from any Offeror.

104 Restricted Communications

Upon release of this Solicitation and until selection of an Offeror, Offerors shall not communicate with DRES staff or other District staff about the Solicitation or issues related to the Solicitation except as authorized in this Solicitation or in a public meeting in connection with this Solicitation.

105 Selection Non-Binding

The selection by DRES of an Offer indicates only an intent by DRES to negotiate with the Offeror and the selection does not constitute a commitment by DRES to execute a final contract with the Offeror. DRES may terminate, in its sole and absolute discretion, negotiations with any Offeror if such Offeror introduces comments or changes to a contract that are inconsistent with its previously submitted offer materials.

106 No Conflicts of Interest, Improper Influence, Etc.

In its response to the Solicitation, the Offeror shall represent and warrant the following to the District.

1. The compensation to be requested, offered, paid or received in connection with this Solicitation has been developed and provided independently and without consultation, communication or other interaction with any other competitor for the purpose of restricting competition related to this Solicitation or otherwise.

2. No person or entity employed by the District or otherwise involved in preparing this Solicitation on behalf of the District (i) has provided any information to potential Offerors which was not made available to all entities potentially responding to this Solicitation, (ii) is affiliated with or employed by or has any financial interest in any potential Offeror, (iii) has provided any assistance to potential Offeror in responding to this Solicitation, or (iv) will benefit financially if any Offeror is selected in response to this Solicitation.

3. The Offeror has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under this Solicitation or any other solicitation or other contract, and Offeror has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Offeror has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers or other person or firm representing the District, or to a member of the immediate family (i.e., a spouse, child, parent, brother or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this Solicitation. As used herein, "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this Solicitation, if any, or any other contract with the District), etc., which might tend to obligate a District employee to Offeror, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include work or services rendered pursuant to any other valid District contract.

4. The Offeror shall report to the District directly and without undue delay any information concerning conduct which may involve: (a) corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or (b) any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of any government employee, officer or public official, any Offeror employee, officer, agent, subcontractor, or labor official, or other person for any purpose which may be related to the procurement of this Solicitation by Offeror, or which may affect performance in response to this Solicitation in any way.

5. No member, employee, contracted agent, or consultant of Offeror was a District employee, consultant, or contractor to the District within three (3) years prior to the publication of the Solicitation except as Offeror has disclosed in writing to DRES as part of its Offer. Offeror will notify DRES of any new hire of an employee, contracted agent, or consultant who was a District employee, consultant, or contractor to the District within three (3) years prior to the publication of the Solicitation within five (5) days of any such hire.

Required disclosures and representations notwithstanding, failure to comply with any obligation described in this Section 106 may result, in DRES's sole and absolute discretion, in the Offeror's disqualification from consideration under this Solicitation, the rescission of the Offeror's award, and/or termination of any agreement between the Offeror and the District.

107 Confidentiality

Submissions and all other information submitted in response to a Solicitation are subject to the District's Freedom of Information Act (D.C. Official Code § 2-531 et seq.) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category.

If an Offeror provides information that it believes is exempt from mandatory disclosure under FOIA ("exempt information"), the Offeror shall include the following legend on the title page of the submission:

THIS PROPOSAL CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT

In addition, on each page that contains information that the Offeror believes is exempt from mandatory disclosure under FOIA, the Offeror shall include the following separate legend:

THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT

On each such page, the Offeror shall also specify the exempt information and shall state the exemption category within which it believes the information falls.

Although DRES will generally endeavor not to disclose information designated by the Offeror as exempt information, DRES will independently determine whether the information designated by the Offeror is exempt from mandatory disclosure. Moreover, exempt information may be disclosed by DRES, at its sole discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

108 Ownership and Use of Submissions

All submissions shall be the property of the District. The District may use any and all ideas in any submission, whether the submission is selected or rejected.

109 Non-Liability

By participating in the Solicitation process, the Offeror agrees to hold the District, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this solicitation.

110 Questions

Any questions regarding this Solicitation should be submitted via e-mail to _____. Offerors shall not direct questions to any other person affiliated directly or indirectly with the District. Responses to Offeror questions will be posted to the Office of Property Management website at: <http://dres.dc.gov>.

Date: _____

Name:
Title:
Offeror: